



Legislative Guide **2003-2004**

Frank O'Bannon
Governor

Gazella A. Summitt
Chairperson

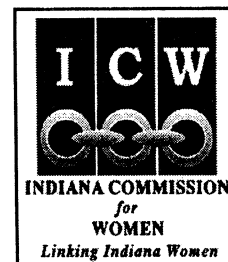
Annette E. Craycraft
Executive Director



STATE OF INDIANA

INDIANA COMMISSION FOR WOMEN

Frank O'Bannon, Governor
Annette E. Craycraft, Executive Director



Indiana Government Center South
10 N. Senate Ave., RM SE 204
Indianapolis, IN 46204

Office: (317) 233-6303
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July 2003

Dear Friend:

This guide contains important information about the branches of State Government and how you as a citizen and your organization can impact the policies of this State.

A democracy relies upon the actions of its citizens, and the more involved individuals are, the better and more representative the government.

The Indiana Commission for Women hopes you find this to be a helpful and informative resource.

Best Wishes!

Sincerely,

Gazella A. Summitt
Chair

Annette E. Craycraft
Executive Director



2003

**Indiana Commission
for Women**

GOVERNOR

Frank O'Bannon

COMMISSIONERS

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Sen. Sue Landske

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Annette E. Craycraft, Executive Director

Kimberly Thacker, Director of Programs

This guide contains information about the branches of state government and how you as a citizen can impact the policies of this state. A democracy relies upon the actions of its citizens, and the more involved individuals are, the better and more representative the government.

If you don't know who your state senator or representative is, you can access this information at the following Web site: <http://www.in.gov/apps/sos/legislator/search/>. Once you know who represents you in the Indiana General Assembly, it is your right and responsibility as a citizen to contact him or her to share your opinion about upcoming legislation and current issues. Whether you prefer communicating via telephone, electronic mail (e-mail), or traditional postal mail, here's how you can express your views:

House of Representatives

Indiana House of Representatives
200 W. Washington Street
Indianapolis, IN 46204-2786
(317) 232-9600
(800) 382-9842
<http://www.in.gov/legislative/>

Senate

Indiana State Senate
200 W. Washington Street
Indianapolis, IN 46204-2785
(317) 232-9400
(800) 382-9467
<http://www.in.gov/legislative/>

TDD Telephone Numbers

TDD (317) 232-0404
TDD (800) 548-9517

*** Note: It is important to respectfully address elected officials in the proper way. If someone is elected to public office, he or she should always be addressed as "The Honorable ..." in written correspondence. The title of their office follows on the next line. When speaking to an elected official, he or she should be addressed by their title followed by their last name. An individual is always addressed by the highest office they held, even after retirement or defeat.*

*Written example: The Honorable Frank O'Bannon
Governor of the State of Indiana*

Spoken example: Speaker Bauer, Representative Klinker, Senator Skillman, Governor O'Bannon, Lieutenant Governor Kernan, etc.

Here are some pointers about the do's and don'ts of contacting a legislator or other elected official:

DO...

- Identify clearly the subject or subjects in which you are interested, not just House and Senate bill numbers. Bill numbers are often confused, and the legislator may be more familiar with the content than the number.
- State why you are concerned about an issue or issues. Your own personal experience is excellent supporting evidence. Explain how you think an issue will affect your business, profession, community, or family.
- Restrict yourself to one, or at most, two topics.
- Concentrate your arguments and avoid rambling. Put your thoughts in your own words. If a legislator receives many letters with exactly the same or nearly identical language, he or she may discount them as part of an organized pressure campaign.
- Try to establish a relationship with your own representative and senator. In general, you'll have more influence as a constituent.
- Communicate while legislation is being considered by committees as well as when it is on the House or Senate floor. Your legislator can keep you abreast of committee meeting times and when floor votes are expected.
- Find out the committees where your legislators serve. Members of the Indiana General Assembly have much more influence over legislation within their committee's jurisdiction.

DON'T...

- Threaten a legislator with the prospect of "not voting for him or her again." Present the best arguments in favor of your position and ask for his or her consideration.
- Pretend to wield vast political influence. Write or call your legislator as an individual constituent, not as a self-appointed spokesperson for your neighborhood, community or industry organization. If you DO represent such a group, be sure to mention it, however.
- Use trite phrases or cliches in your written or verbal correspondence. They can make your communication sound mass-produced.
- Become a pen pal. Some legislators won't bother to read correspondence from seemingly tireless letter-writing constituents.

Though it may seem like an obvious assumption, often times the most effective legislative effort is that with the most backing and visible support. You and your organization(s) can gain from the experience and resources of other groups. Here are some important points to keep in mind when utilizing the power of groups:

Advantages and Disadvantages of Working in Coalition

Advantages:

- Increases Impact
The “multiplier effect” is at work. You can accomplish more because of the size and power of the coalition.
- Broadens Scope
A local group can make a splash on the national scene through a coalition. Complementary issues also can be addressed as a by-product of coalition efforts.
- Strengthens Organization
New leadership and management roles will result from the development of the coalition, providing new opportunities, and bringing new resources to individual organizations.

Disadvantages

- Only as Strong as the Weakest Member
Inevitably, there are differences in the experience, resources, and skills each organization will bring to the coalition. This can cause frustration and failure if organizational commitments are unfulfilled.
- Diffuses Impact
Compromising on tactics and sharing the credit for work done can cloud the issue and reduce name recognition for coalition members.
- Distracts from Other Work
If the coalition's main issue is secondary for an individual organization, precious time and resources can be expended without visible results.
- Weakens Organization
Inequality of resources and experience might result in an imbalance of power, which in turn can create conflict within the coalition.

The true test of a piece of legislation comes in the early stages of bill passage. An in-depth description of this process follows, but it is important to note the critical role legislative committees and their chairpersons play. An effective “bill tracker” or lobbyist cannot forget this crucial aspect of the legislative process. Below is a list of all committees in both the Indiana Senate and House of Representatives.

**Current Standing Senate Committees
(and corresponding subcommittees, where applicable)**

For a list of committee membership, please visit

http://www.in.gov/legislative/st_committees.html

Agriculture & Small Business
Appointments & Claims
Commerce & Consumer Affairs
Criminal, Civil & Public Policy
 Public Affairs Subcommittee
 Corrections Subcommittee
Economic Development & Technology
 Economic Development Subcommittee
 Technology Subcommittee
Education & Career Development
Elections & Civic Affairs
 Elections Subcommittee
 Civic Affairs Subcommittee
Environmental Affairs
Ethics
Finance
 Budget Subcommittee
 Taxation Subcommittee
 Local Government Financing Subcommittee
Governmental Affairs & Interstate Cooperation
 Governmental Affairs Subcommittee
 Interstate Cooperation Subcommittee
Health & Provider Services
 Public Health Subcommittee
 Provider Services Subcommittee
Insurance & Financial Institutions
 Insurance Subcommittee
 Financial Institutions Subcommittee
Judiciary
 Courts & Juvenile Justice Subcommittee
 Probate Code & Trusts Subcommittee
Natural Resources
Pensions & Labor
Transportation & Homeland Security
Utility & Regulatory Affairs
 Energy Subcommittee
 Regulatory Affairs Subcommittee
Rules and Legislative Procedure

Current Standing House Committees

For a list of committee membership, please visit

http://www.in.gov/serv/lssa_billinfo?request=getCommitteeList#house

Agriculture, Natural Resources, and Rural Development
Appointments and Claims
Commerce and Economic Development
Courts and Criminal Code
Education
Elections and Apportionment
Environmental Affairs
Financial Institutions
Human Affairs
Insurance, Corporations and Small Business
Interstate and International Cooperation
Judiciary
Labor and Employment
Local Government
Public Health
Public Policy, Ethics and Veterans Affairs
Roads and Transportation
Rules and Legislative Procedures
Technology, Research and Development
Ways and Means

How a Bill Becomes a Law

Your bill starts here:

- You and supporters present an idea for a new bill verbally or in writing to your legislator.
- The legislator from either the House or Senate decides to author the bill. The bill may originate in either chamber.
- Legal specialists from the Legislative Services Agency work with the sponsoring legislator to draft the bill's language.
- Once drafted, the bill is introduced by the legislator into his or her respective chamber, and assigned either to a standing committee by the Speaker of the House or President Pro Tempore of the Senate.
- Standing committees hold hearings where they may approve, amend (make additions and/or deletions), or reject the bill.
- During the hearing, the chair of the committee may ask for additional comments on the bill. This is an opportunity to stand up and voice an opinion. (*Hint: Your presentation should be well-organized and brief.*)
- If you are interested in making a longer presentation, you will need to be included as a speaker on the committee hearing's agenda. To arrange this, call the committee chairperson to request a place on the agenda. The names of committee chairpersons can be obtained from the Senate (317-232-9400) or the House (317-

232-9600) or accessed at the Web sites listed above for the committee members. Again, be sure to keep your presentation is well organized and brief.

- A report of the committee's action (approval, amendment, or rejection) is submitted to the originating chamber.
- The originating chamber (House or Senate) may agree or disagree with the committee's recommendation. If the committee suggests amending the bill, and the representatives or senators approve the amendment, the bill's language is altered, incorporating the committee's changes.
- The bill is eligible for second reading in the originating chamber of the House or Senate on the second calendar day following distribution to the members.
- The bill is eligible for amendment by individuals from the originating chamber on second reading. If the full chamber accepts any of the proposed amendments, then the bill may be reprinted with the new language if deemed necessary.
- If the bill passes second reading, it is eligible for third reading. At this stage of the process, legislators may debate the bill's merits.
- During third reading, a roll call vote is taken. A constitutional majority in either chamber is required for the bill to pass: 51 or more votes in the House, 26 or more in the Senate. Fewer votes than this result in the rejection of the bill in the originating chamber.

Your bill: The final steps

- If passed by the originating chamber, the bill is transferred to the other chamber, where a senator or representative will sponsor it.
- The bill is assigned to an appropriate committee in the chamber and then repeats the same process as in the originating chamber (first reading, second reading, third reading).
- If the bill is amended during its consideration in the chamber, it is referred to a joint House/Senate (conference committee). The conferees meet to resolve the differences. If the conference committee reaches mutually acceptable bill language, then the bill goes back to both chambers to be voted on again.
- The bill is then printed in the form in which it has passed both chambers. This is called an enrolled act. The enrolled act is signed by the Speaker of the House and the President of the Senate.
- The Office of the Attorney General reviews each enrolled act for constitutionality prior to the Governor's action.
- Each enrolled act is presented to the Governor who is required either:
 - to sign the act into law
 - to allow it to become law without signature after seven days
 - to veto it (If vetoed, the House and Senate can override the veto by a two-thirds majority vote in both chambers. The bill then becomes a law without the governor's signature.)
- After passage, the enrolled act is printed, bound, and included into volumes, which become Acts of Indiana.
- New laws take effect July 1 (start date of the state's fiscal year) of the year of passage unless otherwise specified in the enrolled act.

After a bill becomes a law in Indiana:

Responsibility

Once a bill becomes law, the state or local agency with primary responsibility for the law must implement it. Generally, the law includes a provision naming the agency charged with this task. This responsibility is important to the law because crucial elements of a program can be changed in its implementation.

Your Role

Concerned citizens must monitor this process. Sometimes, as the guidelines of the law are being written and implemented, they may vary from the original scope of the law. Concerned citizens can call the state agency responsible for implementation to request information about what is being done and what opportunities there may be for public input.

Implementation

Implementation of a law, especially one that impacts services, usually involves changing rules and regulations and/or changing policy. Often, the public is able to change the drafts of these rules and regulations by attending and voicing opinion during that state agency's public hearing process. The preparation of the rules and regulations for actual enforcement is called promulgation. The promulgated rules and regulations must receive public notice by being published in the Indiana Register. A copy of the Indiana Register is available at any public library.

Final steps

It is imperative that there is a budget available to enforce the law and support the program. A program will not work effectively if there is no budget available for support. It is also critical to notify any individual or group affected by the law. For example, if the law creates a new service program, any individual affected by the law needs to know who is eligible for the program's services and how to access the services. The public must also be aware of any law that requires any changes in everyday procedures.

Your Indiana General Assembly: Constitutional Requirements

Creation

"The powers of the Government are divided into three separate departments; the Legislative, the Executive including the Administrative, and the Judicial" Art. 3, Sec. 1

Authority

"The Legislative authority of the State shall be vested in a General Assembly, which shall consist of a Senate and a House of Representatives" Art. 4, Sec. 1

"Each House shall have all powers, necessary for a branch of the Legislative department of a free and independent State" Art. 4., Sec. 16

Membership

"The General Assembly elected during the year in which a federal decennial census is taken shall fix by law the number of Senators and Representatives" Art. 4, Sec. 5

"The Senate shall not exceed fifty, nor the House of Representatives one hundred members; and they shall be chosen by the electors of the respective districts into which the State may, from time to time, be divided" Art. 4, Sec. 2

Term of Office

"Senators shall be elected for the term of four years, and Representatives for the term of two years, from the day next after their general election" Art. 4, Sec. 3

Qualifications

"No person shall be a Senator or a Representative, who, at the time of his election, is not a citizen of the United States; nor any one who has not been for two years next preceding his election, an inhabitant of this State, and, for one year next preceding his election, an inhabitant of the district whence he may be chosen. Senators shall be at least twenty-five, and Representatives at least twenty-one years of age" Art. 4, Sec. 7

Sessions

"The sessions of the General Assembly shall be held at the capitol of the State, commencing on the Tuesday next after the second Monday in January of each year in which the General Assembly meets unless a different day or place shall have been appointed by law. But if, in the opinion of the Governor, the public welfare shall require it, he may, at any time by proclamation, call a special session. The length and frequency of the sessions of the General Assembly shall be fixed by law" Art.4, Sec. 9

Rules

"Each House, when assembled, shall choose its own officers, the President of the Senate excepted; judge the elections, qualifications, and returns of its own members; determine its rules of proceeding, and sit upon its own adjournment" Art. 4, Sec. 10

A Brief History of Indiana's State Capitol Building

"The State House, also known as the State Capitol, stands on land called the Indianapolis Donation, granted by the U.S. Congress on December 11, 1816, when Indiana became the 19th State admitted to the Union. The present State House is the fifth location to serve as the capitol of Indiana. In 1877, a Board of State House Commissioners was created to complete construction of a new capitol at a cost not to exceed \$2 million. The Board selected architect Edwin May's plan for a new capitol, dubbed "Lucidus Ordo" (Latin for "a clear arrangement"), from among more than two dozen other proposals. Construction began in October 1878. The exterior of the building was completed on July 3, 1886. The General Assembly held its first Session in the new State House on January 6, 1887."

-From Indiana Department of Administration 'The Indiana State Capitol' (1998)

The Role of State Agencies

State Agencies provide vital information and services, and as stated above, agencies are charged with implementation and providing oversight once a bill becomes law. Below is a listing of all state agencies by topic:

21st Century Research & Technology Fund
Accounts, State Board of
Administration, Department of
Advisory Commission on Intergovernmental
Relations, Indiana
Alcohol & Tobacco Commission
Agri Net
Animal Health, Board of
Appeals, Court of

Archives, State
Armory Board, State
Arts Commission
Attorney General
Auditor of State
Ball State University
Board of Tax Review, Indiana
Bond Bank, Indiana
Building Commissioner, Office of the State

Budget Agency, State	Indiana School for the Deaf
Business Development, Indiana	Indiana State University
Chemist and Seed Commissioner, Office of	Indiana University
State	Information Center, State
Civil Rights Commission, Indiana	Information Technology Oversight
Clerk of Courts	Commission
Commissioner of Agriculture, Office of	Insurance, Department of
Commerce, Department of	Intelenet Commission
Community Service & Volunteerism	Ivy Tech State College
Correction, Department of	Judicial System, Indiana
Court Administration, Indiana State	Labor, Department of
Counter Terrorism and Security Council,	Law Enforcement Academy, Indiana
Indiana	Library, Indiana State
Criminal Justice Institute	Lieutenant Governor's Office
Depositories, Indiana Board for	Legislative Services Agency
Development Finance Authority, Indiana	Lobby Registration Commission, Indiana
Education, Department of	Local Government Finance, Department of
Education Employment Relations Board	Lottery Commission, Indiana
Education Savings Authority, Indiana	Lottery, Hoosier
Election Division, Indiana	Museum, State
Election Commission	Motor Vehicles, Bureau of
Emergency Management Agency, State	National Guard, Indiana
Emergency Medical Services	Natural Resources, Department of
Emergency Response Commission, Indiana	Natural Resources Commission
Enhanced Data Access Review Committee	Personnel, Department of
Environmental Management, Department of	Police, State
Ethics Commission, Indiana State	Ports Commission, Indiana
Excise Police, Indiana State	Professional Licensing Agency
Fair, Indiana State	Professional Standards Board
Family and Social Services Administration	Protection and Advocacy Services, Indiana
Film Commission	Proprietary Education, Commission on
Financial Institutions, Department of	Prosecuting Attorney's Council
Fire and Building Services Department	Protection and Advocacy Services
Fire Marshal, Office of the State	Public Access Counselor, Office of
Gaming Commission	Public Defenders Council, Indiana
Governor, Office of the	Public Employees Retirement Fund
Governor's Planning Council for People with	Public Records, Indiana Commission on
Disabilities, Indiana	Public Safety Training Institute
Grain Buyers and Warehouse Licensing	Public Works, Division of
Agency, Indiana	Purdue University
Health, Department of	Revenue, Department of
Health Professions Bureau	Rural Development Council, Indiana
Higher Education, Commission for	Safety Net
Higher Education Telecommunication System,	Secretary of State
Indiana	Senate
Historical Bureau, Indiana	Social Status of Black Males, Indiana
Horse Racing Commission	Commission on
House of Representatives	Soldiers and Sailors Childrens Home
Housing Finance Authority, Indiana	Student Assistance Commission of Indiana,
Indiana Telecommunications Network	State
Indiana School for the Blind	Supreme Court

Tax Court
Teacher Retirement Fund, Indiana State
Tobacco Prevention and Cessation, Indiana
Tourism, Indiana Department of
Toxicology, State Department of
Treasurer, Indiana State
Transportation, Department of
University of Southern Indiana
Utility Consumer Counselor, Office of
Utility Regulatory Commission

Veteran Affairs, Department of
Vincennes University
Wabash River Heritage Corridor Commission
War Memorials Commission
White River State Park Commission
Women, Indiana Commission for
Worker's Compensations Board of Indiana
Workforce Development, Department of
Workforce Statistics

State-wide Elected Officials

Governor Frank O'Bannon

Office of the Governor
State House, Room 206
Indianapolis, IN 46204-2797
<http://www.in.gov/gov/>
E-mail: fobannon@state.in.us
Phone: (317) 232-4567
Fax: (317) 232-3443

Gary Regional Office:
Office of the Governor
504 Broadway
Suite 423
Gary, IN 46402
Phone: (219) 881-6704
Fax: (219) 881-0045
TDD: (317) 233-5614

Governor O'Bannon serves as the chief executive of the state of Indiana. He oversees the operation of nearly all state agencies, appoints members to state boards and committees, and signs bills into law once they have been passed by the legislature.

Lieutenant Governor Joseph Kernan

Office of the Lt. Governor
333 State House
200 West Washington Street
Indianapolis, IN 46204
Phone: (317) 232-4545
<http://www.in.gov/lgov/>

As lieutenant governor of Indiana, Joe Kernan serves as the president of the Indiana Senate, the director of the Indiana Department of Commerce, and as the commissioner of Agriculture.

Indiana Secretary of State Todd Rokita

201 Statehouse

Indianapolis, IN 46204

Phone: (317) 232-6531

<http://www.in.gov/sos/>

The Office of Secretary of State is one of five constitutional officers originally designated in Indiana's State Constitution of 1816. Early duties of the office included the maintenance of state records and preservation of the state seal. But as state government expanded, so did the responsibilities of the Secretary of State. Present responsibilities include chartering of new business, regulation of the securities industry, and oversight of state elections.

Organization

The Executive Office, located in the Indiana Statehouse, oversees the overall policy, management, and budgeting for the entire office. Three main divisions comprise the balance of the office: Elections, Business Services, and Securities.

Elections - The Elections Division assists the Secretary of State in carrying out the responsibilities assigned as Indiana's chief elections officer. The bipartisan division is comprised of an equal number of Democrats and Republicans who are appointed by the governor. The governor also appoints two co-directors to oversee operations. The division's administrative responsibilities include overseeing the candidate declaration process, certifying election results, and maintaining campaign finance reports. The Secretary of State also serves as chairperson for the Indiana Recount Commission and participates in voter outreach projects aimed at increasing voter participation. The Indiana Election Commission, as opposed to the Division, is an independently appointed Commission of two Republicans and two Democrats. The commission deals with questions associated with violations of the Indiana election laws, and with the imposition of penalties.

Business Services - The Business Services Division administers all business-related responsibilities for the Secretary of State including the chartering of new businesses, the filing of commercial liens, and the issuance of trademarks, notaries public and summonses.

Securities - The Securities Division oversees Indiana's securities industry. The division is charged with protecting Hoosier investors by bringing enforcement actions against companies and individuals selling securities in violation of Indiana's securities laws and by educating Hoosiers about prudent investing. During the past four years, the division has imposed a record amount in fines and penalties against scam artists preying upon unsuspecting Hoosier investors.

State Attorney General Steve Carter

Office of the Indiana Attorney General

Indiana Government Center South

302 W. Washington St.

Indianapolis, IN 46204

Phone Numbers:

Telephone Privacy

1-888-834-9969 (to register)
(812) 355-5915 (complaint form)

Consumer Services

1-800-382-5516 (hotline)
(317) 232-6330 (Indianapolis area)
(317) 233-4393 (fax)

Unclaimed Property

1-800-447-5598
(317) 232-6348 (Indianapolis area)

Address Confidentiality

1-800-321-1907

Medicaid Fraud Control Unit

1-800-382-1039 (to report provider fraud)

Attorney General's Office

(317) 232-6201
(317) 232-7979 (fax)

<http://www.in.gov/attorneygeneral/>

Indiana's attorney general is a statutory office elected every four years (in the same year the governor is elected). An attorney general may be elected to an unlimited number of terms. Following election in November, the attorney general assumes office on the second Monday in January.

Indiana's attorney general represents Indiana in lawsuits in which the state has an interest. The attorney general handles all appeals from criminal convictions as well as participating in post-conviction-relief petitions on death penalty cases at the trial court level. Additionally, there is limited criminal jurisdiction within the office in the area of Medicaid fraud.

The office provides advisory opinions to the governor, other state elected officers and members of the General Assembly. Official opinions are generated to interpret statutes and apply Indiana law to specific questions that may arise.

The attorney general is designated as a member of the Law Enforcement Training Advisory Council, the Criminal Justice Advisory Committee, the Code Revision Commission, the Indiana Grain Indemnity Corporation, and the Criminal Law Enforcement Board of Trustees.

Superintendent of Public Instruction, Dr. Suellen K. Reed

Room 229, State House
Indianapolis, Indiana 46204-2798
Phone: (317) 232-6610
Fax: (317) 232-8004

<http://www.doe.state.in.us/>

The Superintendent of Public Instruction is charged with the following responsibilities:

- (1) perform its duties as required by statute

- (2) implement the policies and procedures established by the Indiana State Board of Education
- (3) conduct analytical research to assist the state board of education in determining the state's educational policy
- (4) compile statistics concerning the ethnicity and gender of students in Indiana schools
- (5) provide technical assistance to school corporations.

As Superintendent, Dr. Reed also serves as Chairman of the State Board of Education, which consists of a ten-member panel appointed by the Governor.

State Auditor Connie Nass

Room 240 State House
200 West Washington Street
Indianapolis, Indiana 46204-2793
Phone: (317) 232-3300
Fax: (317) 233-2794
<http://www.in.gov/auditor/>

The state auditor serves as the chief financial officer of the State of Indiana. This individual has four primary duties including accounting for all of the State's funds; overseeing and disbursing county, city, town, and school tax distributions; paying the State's bills; and paying the State's employees. The Auditor of State is the Administrator of the State of Indiana Deferred Compensation Plan. The Auditor also serves as the Secretary of the State Board of Finance, and is a member of the State Office Building Commission, Board for Depositories, and Data Processing Oversight Commission. As set forth in Article 6, section 1 of the Constitution of the State of Indiana, the State Auditor's term of office is four (4) years, and he/she may serve as State Auditor for no more than eight (8) years in any period of twelve (12) years.

State Treasurer Tim Berry

Indiana State Treasurer's Office
242 State House
Indianapolis, IN 46204
Phone: (317) 232-6386
<http://www.in.gov/tos/>

The treasurer of state is responsible for the safekeeping and investment of moneys and securities paid into the state treasury. The treasurer of state shall receive, account for, and pay over all moneys, which are required by law to be paid into the state treasury.

State Clerk of the Courts Brian Bishop

Clerk of the Supreme Court, Court of Appeals, and Tax Court

200 West Washington Street

217 State House

Indianapolis, IN 46204

Phone: (317) 232-1930

Fax: (317) 232-8365

<http://www.in.gov/judiciary/cofc/>

The clerk of the Supreme Court is charged with the following responsibilities:

- (1) Reside, and keep the clerk's office open, in a building provided for that purpose by the state, at the seat of government.
- (2) Procure and preserve in the office all records and other books and stationery required by the court.
- (3) Attend, in person or by deputy, the terms of the court.
- (4) Administer all oaths authorized by law.
- (5) Sign and seal, with the seal, and issue all process required to be issued from the court, under the clerk's hand.
- (6) Endorse the time of filing books, records, or writings required to be filed or deposited in the clerk's office.
- (7) Make a complete record of all causes finally determined in such court, except the transcript of the court below.

Indiana Supreme Court

313 Indiana State House

Indianapolis, IN 46204

Phone: (317) 232-2540

Fax: (317) 232-8372

<http://www.in.gov/judiciary/supreme/>

Justices:

Chief Justice Randall T. Shepard

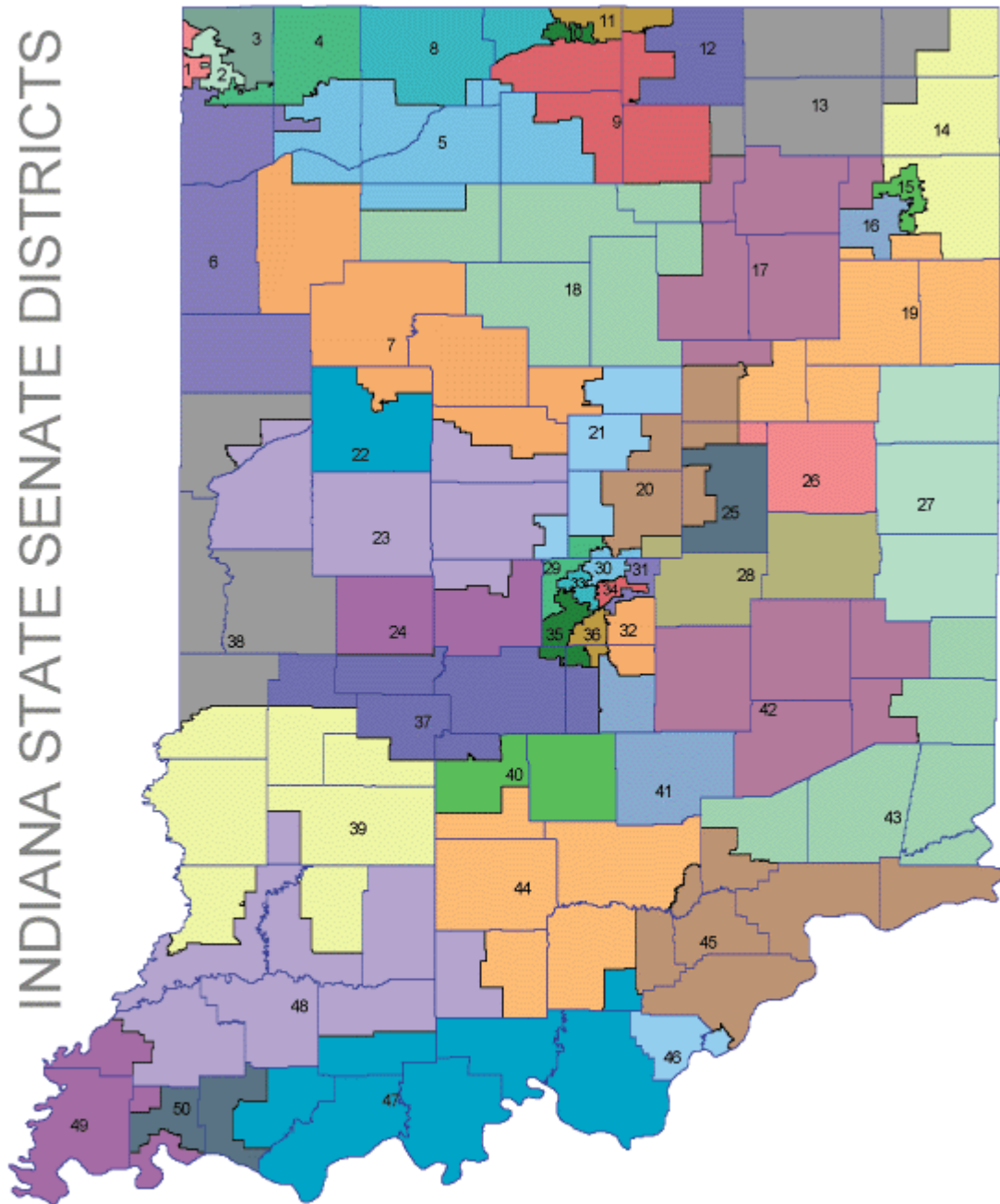
Justice Frank Sullivan, Jr.

Justice Brent E. Dickson

Justice Robert D. Rucker

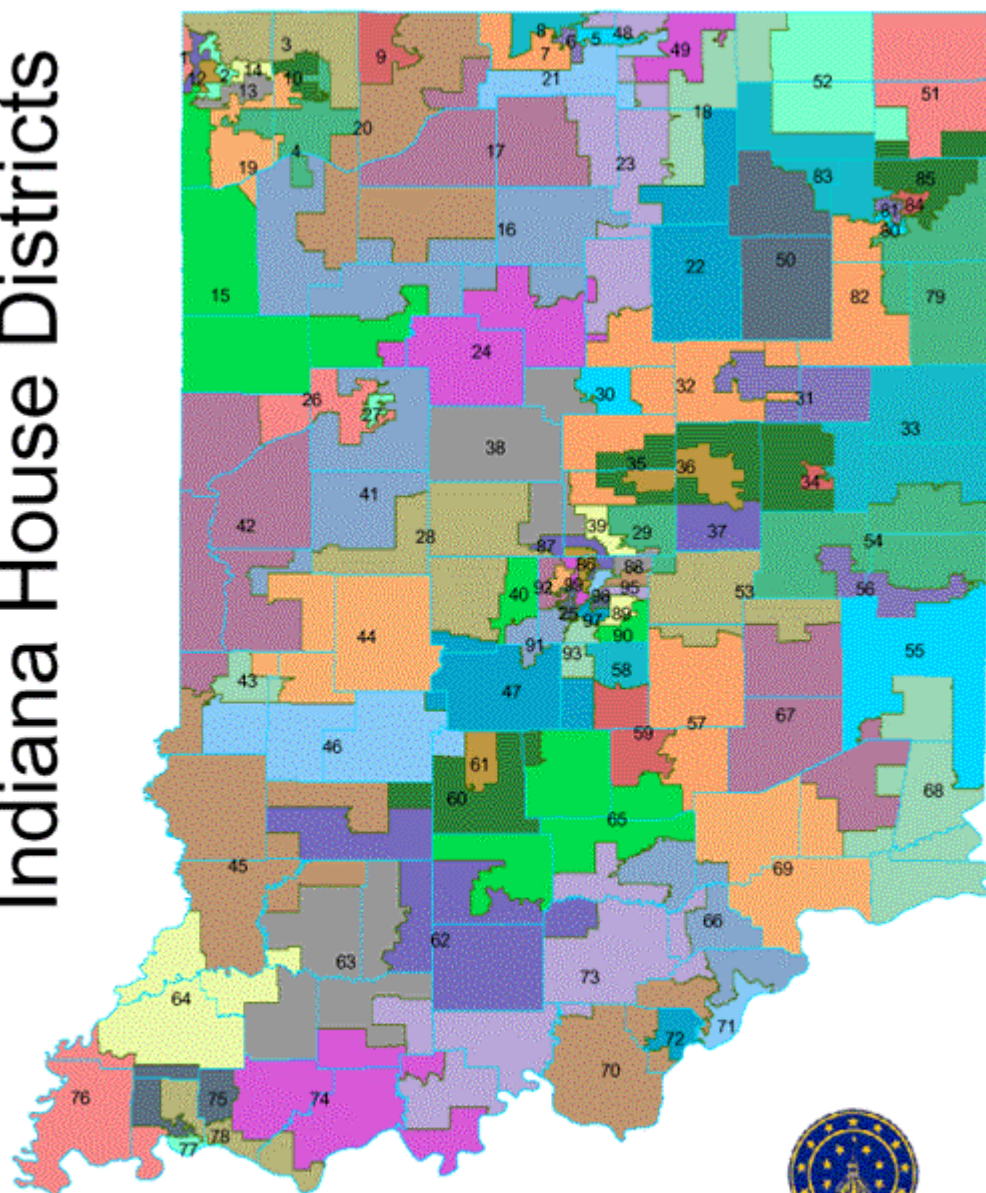
Justice Theodore R. Boehm

INDIANA STATE SENATE DISTRICTS



Districts approved by the Indiana General Assembly on April 29, 2001.
See the Indiana Code for legal descriptions of districts.

Indiana House Districts



Districts approved by the Indiana General Assembly on April 29, 2001.
This map produced by the House Republican Staff.